

October 13, 2009

Ms. Jacqueline Hankerson
Bacteriology Laboratories Data Office
305 South St.
Jamaica Plain, MA 02130

Hand Delivered

Dear Ms. Hankerson:

This letter serves as notice that effective October 28, 2009, your work assignment within the State Laboratory will be changed on a temporary basis, from 7.5 hours per day in the Bacteriology Laboratories Data Office, to 1.5 hours per day in the Bacteriology Laboratories Data Office plus 6.0 hours per day in the Drug Laboratory Evidence Room. Your job duties will be consistent with your job classification, and your supervisor in the Drug Laboratory Evidence Room will be Elisabeth O'Brien. Your work hours will remain the same.

This change in assignment is necessitated because a Drug Laboratory Evidence Room employee is on extended leave. Thus, as we discussed, we have an operational need to change your assignment in order to cover this function. An orientation/training concerning your temporary assignment will be provided.

If you have any questions regarding this matter please give me a call at (617) 983-6637.

Sincerely,

Mr. Joseph Peppe
Supervisor, Bacteriology Laboratories

CC: NAGE, Unit 6
David Young, EOHHS, 600 Washington Street, Boston, MA 02111
Carol Cormier, ESM
Personnel File